



### **IMP 97-02 - Internal Management Policy Coordination**

Policies must be routed to all Division Administrators affected by the policy before the policy is finalized. Policy comments may be returned either by memo form or via email to the originating office. The Routing Sheet for Policy Review has been deleted, as it has not been utilized.

The Human Resources Manager is now the Policy Administrator for the agency and responsible for final review of all policies prior to the Director's final review. The Executive Assistant to the Director will continue to be responsible for preparing a copy for each manual holder within the Director's Office (including IT and Human Resources) and one copy for each division Administrator. Administrators are responsible for distributing copies to each manual holder within their division and maintain a master list of all manual holders within their divisions as well as ensure that new supervisors receive a manual upon hire.

# ARIZONA DEPARTMENT OF VETERANS' SERVICES

## INTERNAL MANAGEMENT POLICY 97-02

SUBJECT: INTERNAL MANAGEMENT POLICY COORDINATION

EFFECTIVE DATE: April 20, 2001 (Supersedes IMP 97-02, 6/27/97, 4/15/99)

- 1.0 POLICY: It is the policy of the Arizona Department of Veterans' Services to invite applicable Division Administrators to participate in the development of each Internal Management Policy (IMP) where coordination is relevant to one or more divisions.
- 2.0 AUTHORITY: A.R.S. § 41-604, Duties and Powers of the Director.
- 3.0 RESPONSIBILITY: The originating office is responsible for determining which divisions are affected by the proposed policy, distributing copies of the proposal to affected divisions, and revising the document. Division administrators are responsible for providing feedback on the proposed policies in the requested time frame to the originating office. The Human Resources Manager is responsible for maintaining a history file on feedback received and policy revisions. The Executive Assistant to the Director is responsible for providing copies of policies to each division.
- 4.0 PROCEDURES:
  - 4.1 The originating office prepares IMPs and/or revisions to existing IMPs in draft form and distributes proposals to each affected division administrator.
    - 4.1.1 The division administrators receiving draft policies will review/edit the document and return to the originating office.
    - 4.1.2 The originating office will make revisions, based upon feedback from division administrators.
    - 4.1.3 The originating office will forward all feedback received to the Human Resources Office for inclusion in the History File.
  - 4.2 The revised version will be sent to the Human Resources Manager for review prior to submittal to the Director for final review. If the Director makes changes, the policy will again be returned to the originating office for correction. When the Director grants final signature approval, his Executive Assistant will be responsible for providing one copy for each policy manual holder within the Director's office and one copy to each division administrator for distribution. The original copy, the routing sheet and the policy summary will remain on file in the Human Resources Office.
  - 4.3 Each division is responsible for maintaining a master list of all policy manual holders and ensuring that new supervisors receive policy manuals.
- 5.0 IMPLEMENTATION: This policy shall be implemented without change on the effective date.

  
Patrick F. Chorprenning, Director

## ROUTING SHEET FOR POLICY REVIEW

<b>Control #</b>	<b>Subject:</b>		
<b>Date Sent</b>	<b>Organizational Element</b>	<b>Approval (Y/N)</b>	<b>Comments</b>
	<p>Veterans Service Division</p> <p>Fiduciary Division</p> <p>Education Division</p> <p>Arizona State Veteran Home</p> <p>Financial Services</p> <p>_____ Originating Office</p> <p>Director</p>		
<b>ACTION BY OFFICE OF THE DIRECTOR</b>			
<b>Action Taken</b> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<b>Date</b>	<b>Signature</b>	

**Remarks:**